



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

DELEGATED EXAMINING

Vac Ann No: **DB-06-0123-DE**
Issue Date: **9/8/06**
Closing Date: **9/22/06**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

SECRETARY (OA)
GS-0318-07/08
Full performance level is GS-08
Salary Range: \$36,671-\$52,794 per annum
Work Schedule: Permanent, Full-time
Multiple positions
Competitive Service
Non Bargaining Unit position
Position Sensitivity: This is a Low Risk
position which requires a National
Agency Check with Inquiries (NACI).

VACANCY LOCATION

U. S. Patent and Trademark Office
Commissioner for Patents
Patent Technology Centers
Arlington, VA

AREA OF CONSIDERATION

All U.S. Citizens
CTAP/ICTAP Eligibles

This vacancy is also being announced as Vacancy Ann. No. DB-06-0122-MP under Merit Promotion procedures. Please review that announcement to determine if you are eligible for consideration under Merit Promotion procedures. Note: Applicants must apply separately for each announcement to be considered under both vacancy announcements.

DUTIES:

Incumbent serves as secretary and personal assistant to the Director of a Technology Center, performing administrative and secretarial duties. Receives all visitors and telephone calls for the Director. Serves as liaison between the Director and subordinate staff by providing timely, accurate advice on procedures, reports, requirements, and other matters necessary to implement the Director's policies, directives, and instructions. Screens outgoing correspondence for completeness and accuracy. Composes correspondence, makes travel arrangements, maintains the Director's calendar, and schedules appointments and meetings. Creates and updates spreadsheets with information for the Director. Devises and implements office procedures and practices; serves as the key point of contact between the Director and high-level officials; and performs complex administrative and office automation duties in support of the Director's organizational agenda.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Examples of qualifying specialized experience include clerical/assistant/secretarial support regarding scheduling appointments and making commitments for the supervisor; reviewing incoming and outgoing correspondence and documents for appropriate action; screening and referring telephone calls for the supervisor; receiving visitors and maintaining the supervisor's calendar; and experience using personal computers and computer programs. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of standard personnel rules and procedures, and the preparation of correspondence, travel orders, travel vouchers, and training forms.
2. Ability to use personal computers and programs such as MS Windows, MS Exchange, MS Excel, MS Word, and MS Powerpoint at an intermediate level.
3. Ability to communicate orally and in writing with the general public and USPTO Personnel.

SELECTIVE FACTOR: Candidate must possess the following for consideration: Typing proficiency of 40 wpm is required. Words per minutes are based on a 5-minute test with 3 or fewer errors. Applicants must show evidence of proficiency by submitting one of the following: 1) Notification of Personnel Action (SF-50) that shows a government position which included typing or office automation in the position title; 2) Notice of Proficiency from a Developmental/Vocational program or keyboard test results from an employment agency or similar organization; or 3) By self-certifying the level of proficiency. If you self-certify your proficiency and you are selected, you may be required to submit to a typing proficiency test. **APPLICANTS WHO DO NOT SUBMIT WRITTEN EVIDENCE OF TYPING PROFICIENCY REQUIREMENT WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR THIS POSITION.**



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TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Optional Application for Federal Employment or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Quality Ranking Factors.

FOR SPECIFIC INFORMATION CALL: DUBLIN BYARS at (571) 272-6189 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1a79
550 Elizabeth Lane
Alexandria, VA 22314

GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
12. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
13. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
14. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
15. Relocation expenses will not be covered.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
 - a. Hours per week
 - b. Salary
 - c. Indicate if we may contact your current supervisor.
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.